



Petaluma Adobe State Historic Park  
3325 Adobe Road  
Petaluma, CA 94954  
707-762-4871

**TO BE REMOVED FROM THIS MAILING LIST**  
PLEASE CALL 707-762-4871 or email  
petadobe@parks.ca.gov with your first/last names,  
school name, and a message stating "please remove  
me from the ELP/ESP Database". Thank you!

April 2013

Dear: Teachers Interested in Environmental Living/Studies Programs

Please read both pages thoroughly. It is time to start planning the 2013-2014 programs for the Silverado Sector of the Diablo Vista District. They are:

***Petaluma Adobe:** The California Rancho Program will be available for Tuesday-Wednesday overnights. Where overnight programs are concerned, a night watch must be maintained for the safety and protection of the class and park resources.*

***Mission San Francisco Solano-part of Sonoma State Historic Park (Sonoma Mission):** Will continue to be a "Daytime Only" program available on Thursdays.*

Your reservation application will be handled on a "first-come, first-served" basis. So, complete the attached application and send it back to us as soon as possible. You are more than welcome to copy the reservation application for other teachers at your school, but please remember that the must come in separate envelopes.

We will not accept hand-delivered reservations. All reservations **must** come through the U.S. Postal Service.

Although your response time is of the essence, it is imperative that you read and complete this document carefully. Your signature commits you to abiding by the conditions stated herein in order to continue participating in the program.

We encourage you to apply and remain on the mailing list even if you do not get a program date for the next school year. There is the possibility of cancellations and grade switches. **To remain on our mailing list, you must send in the application.**

Teachers will choose their program dates according to the order in which applications were received; i.e., application number one will have the greatest number of program dates to choose from. The program coordinator will call to confirm your acceptance, to assign a date, and to remind you of your \$50.00 commitment fee. The commitment fee is due before July 15<sup>th</sup>. If we do not receive your commitment fee, we will assume that you are no longer interested and assign your date to those on the waiting list. The date you are assigned will be consistent for the next three years, unless you decide to change dates after your first year.

**Class Size:** Reservations will be granted for one program for one class. A class is one school class, not more than forty students. Teachers who team-teach will have to split the class into groups if the two classes total more than forty students; each teacher will have to submit a different application. If the class total is less than forty, the teacher may apply with one application. **The teacher on the**

**reservation form MUST be the teacher on site for the program.** This system is done through the teacher, not the school. Absolutely no substitutions allowed. Please, only one application per envelope, even if you might have more than two teachers applying from your school.

**Program Fees:** There is a \$250 fee per class for the Mission ESP and a \$350 fee per class for the Adobe ELP. A **\$50.00 commitment deposit is due when you are assigned your date and confirm your interest. This fee is nonrefundable.** This \$50.00 is subtracted from your total cost. The remainder of the fee is due two weeks prior to your program date. In addition, the class may need to supply consumable crafts supplies (such as leather or project wood), if it is to participate in that activity. We may also ask the classes to provide firewood. A need based scholarship program is available, please see the application in this packet.

**Teacher's Workshop:** All new ELP/ESP teachers are required to attend a Teachers Workshop at their preferred site, held in September. **Adobe ELP Workshop: Sept. 14, 2013, Mission ESP Workshop: Sept.07, 2013.** The workshop is a hands-on run through of a possible program. Teachers may not send a substitute to the workshop. If a teacher cannot be at the workshop, s/he will not be able to participate in the program. Teachers who are returning after their one-year of absence are only required to attend the workshop on the first of their three years. Fees per person for the workshop are \$20 for the Mission ESP Workshop and \$10 for the Adobe ELP Workshop, this fee covers food, materials, and a manual.

**Leave of Absence:** After three years of participation at in the Mission ESP or the Adobe ELP, you will be asked to take a one-year leave from the program. After that one-year, you are welcome to reapply as a new applicant and start the reservation system process over.

The reservation systems for the Mission and Adobe will be **separated.** There will be an application form for each. However, both reservation systems will be handled at Petaluma Adobe State Historic Park. If you have applied for both, please mail them in separate envelopes using the address given at the top of each form. **One form per envelope please. DO NOT SEND A PAYMENT AT THIS TIME.**

We are looking forward to working with each of you.

Sincerely,

Crystal Shoaf  
Petaluma Adobe State Historic Park

Jackie Barros  
Sonoma State Historic Park